

City of Chattanooga, TN
Personnel Class Specification

Class code 0518

FLSA: Non-Exempt

CLASSIFICATION TITLE: SURVEY PARTY CHIEF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical work functions associated with surveying property and roads, gathering data for design of projects, and designing drainage projects in the field.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Leads a team of workers in conducting land surveys; provides direction, guidance and assistance to employees; provides training as needed.

Coordinates work activities; makes work assignments; monitors status of work in progress; inspects completed work.

Ensures adherence to established safety procedures; utilizes safety equipment and monitors work environment to ensure safety of employees and other individuals.

Researches maps, previous surveys, property deeds, legal documents, and other data pertinent to surveying activities.

Interprets plans and drawings to establish proper survey and construction staking.

Plans survey route; conducts land surveys to determine precise location and measurements of points, elevations, lines, areas, and contours.

Sets up, programs, calibrates, and operates electronic field-to-finish data collection unit; sets up and operates automatic compensated level in closed loops to assure accuracy in vertical control.

Collects survey data; measures distances and heights, reads elevations, and calculates grades; locates necessary points, benchmarks, and property corners; marks points of measurement; measures distance between survey points; places stakes at designated points and drives stakes into ground; cuts/clears brush/trees from line of survey; maintains records.

Collates, preserves, and presents all necessary information for design of projects.

Designs drainage projects in field.

Downloads field-collected data to office computer to enable office staff to design proposed projects.

Operates a variety of machinery, equipment and tools associated with department activities, which may include a utility vehicle, electronic data collector, field-to-finish survey instruments, automatic compensated level, scientific calculator, level rod, plumb bob, measuring tapes, metal detector, claw hammer, sledgehammer, shovel, pick, hook, and brush-cutting tools.

Performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting/testing equipment, replacing fluids, sharpening tools, cleaning equipment, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Transports, loads and unloads equipment and materials used in projects; transports workers to/from work sites.

Obtains necessary equipment, tools and supplies for use at work sites.

Maintains notes, logs, and records of survey activities.

Prepares or completes various forms, reports, correspondence, sewer cut sheets, sketches, drawings, field notes, performance appraisals, or other documents.

Receives various forms, reports, correspondence, work orders, sewer cut sheets, legal descriptions, tax maps, aerial maps, sketches, plats, surveys, blueprints, architectural drawings, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes computer-aided design or other software programs.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisors, employees, other departments, engineers, contractors, designers, inspectors, utility companies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Provides assistance or backup coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in civil engineering or land surveying; supplemented by three (3) to five (5) years previous experience and/or training that includes survey instruments and survey rodman work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, traffic hazards, toxic agents, violence, or uneven terrain.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.